

INTRODUCTION

1. This Emergency Manual is intended to provide Office of Logistics personnel essential guidance and appropriate contact information needed in handling situations covering natural, special, personnel, and building emergencies.
2. The key to the use of this Emergency Manual is the Emergency Matrix (Blue Tab). It identifies emergencies generically and specifies the immediate actions that should be taken in response.
3. Behind each White Tab is the essential guidance needed in handling such special operations as weather emergencies, emergency action during nonduty hours, OL crisis support, and building emergencies.
4. Lists of emergency contacts for GSA-leased and direct-leased Agency-occupied buildings in the Metropolitan Washington Area may be found behind the Red Tabs.
5. Behind the Green Tabs is additional information on each Agency-occupied building in the Metropolitan Washington Area.

Revised June 1986
Partial Revision December 1987

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EMERGENCY CONTACTS

1. The following are emergency contacts to be called in response to certain emergencies. They are not necessarily listed in priority order. Individual judgment and discretion must be exercised in calling the contacts and in performing and expanding on the emergency actions outlined under the White Tabs.
2. During normal duty hours, in general, take all actions indicated under the White Tabs, at the time of the emergency unless otherwise noted.
3. During nonduty hours, see Emergency Action during Nonduty Hours (White Tab 2) in addition to the specific emergency procedures listed under the other White Tabs.

Telephone Numbers
Non-secure Secure

SPECIAL EMERGENCIES

Bomb Search, Bomb Threat, Robbery, Suspect Package,
Terrorist Threat, Terrorist Attack

Security Duty Office
Chief, FMD/OL - HQ
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Logistics

Medical Evacuation

Clinical Activities Division, OMS - HQ

Security Duty Office
Chief, FMD/OL - HQ
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Logistics

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Federal Protective Officers - Central Control Office,

Telephone Numbers
Non-secure Secure

PERSONNEL EMERGENCIES

STAT

Auto Accident on Headquarters Compound

Security Duty Office
Chief, FMD/OL
Clinical Activities Division, OMS - HQ

Death of an Agency Employee

Security Duty Office
Safety Division, OMS
Office of Director of Logistics

Missing Person

Security Duty Office
Office of Director of Logistics

Death on Agency Premises

Security Duty Office
Office of Director of Logistics
Office of Director of Medical Services
Safety Division, OMS

Injury on Agency Premises

Security Duty Office
Safety Division, OMS
Chief, FMD/OL - HQ
Chief, EBOB/RECD/OL - Outlying Buildings*
Clinical Activities Division, OMS - HQ

STAT

Office of Director of Logistics

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Federal Protective Officers - Central Control Office,

STAT

Telephone Numbers
Non-secure Secure

WEATHER EMERGENCIES

Snow/Ice, Lightning, Flood, Hurricane, Tornadoes

Security Duty Office
 Chief, FMD/OL - HQ
 Deputy/Operations, FMD/OL
 Allied Service Call Coordinator
 Deputy/Services, FMD/OL
 Chief, EBOB/RECD/OL - Outlying Buildings*
 Office of Director of Logistics

BUILDING EMERGENCIES

Fire/Building Fire Alarm

Security Duty Office
 Chief, Fire Protection Branch/SD/OMS
 Chief, FMD/OL - HQ
 Deputy/Operations, FMD/OL
 Allied Service Call Coordinator
 Deputy/Services, FMD/OL
 Chief, EBOB/RECD/OL - Outlying Buildings*
 Office of Director of Logistics

Elevator Malfunction

Security Duty Office
 Deputy/Operations, FMD/OL - HQ
 Allied Service Call Coordinator
 Safety Division, OMS
 Chief, EBOB/RECD/OL - Outlying Buildings*
 Office of Director of Medical Services

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Federal Protective Officers - Central Control Office,

Telephone Numbers
Non-secure Secure

WEATHER EMERGENCIES

Snow/Ice, Lightning, Flood, Hurricane, Tornadoes

Security Duty Office
 Chief, FMD/OL - HQ
 Deputy/Operations, FMD/OL
 Allied Service Call Coordinator
 Deputy/Services, FMD/OL
 Chief, EBOB/RECD/OL - Outlying Buildings*
 Office of Director of Logistics

BUILDING EMERGENCIES

Fire/Building Fire Alarm

Security Duty Office
 Chief, Fire Protection Branch/SD/OMS
 Chief, FMD/OL - HQ
 Deputy/Operations, FMD/OL
 Allied Service Call Coordinator
 Deputy/Services, FMD/OL
 Chief, EBOB/RECD/OL - Outlying Buildings*
 Office of Director of Logistics

Elevator Malfunction

Security Duty Office
 Deputy/Operations, FMD/OL - HQ
 Allied Service Call Coordinator
 Safety Division, OMS
 Chief, EBOB/RECD/OL - Outlying Buildings*
 Office of Director of Medical Services

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Federal Protective Officers - Central Control Office,

Telephone Numbers
Non-secure Secure

Food/Water Contamination

Security Duty Office
 Chief, Occupational Health Br./SD/OMS
 Deputy/Operations, FMD/OL - HQ
 Allied Service Call Coordinator
 GSI Cafeteria Manager (White Tab 4e)
 Chief, EBOB/RECD/OL - Outlying Buildings*
 Office of Director of Medical Services
 Office of Director of Logistics

Major Catastrophe

Security Duty Office
 Office of Director of Logistics
 Office of Director of Medical Services
 Safety Division, OMS
 Chief, FMD/OL - HQ
 Deputy/Operations, FMD/OL
 Allied Service Call Coordinator
 Chief, EBOB/RECD/OL - Outlying Buildings*

Safety Hazard

Security Duty Office
 Safety Division, OMS
 Chief, FMD/OL - HQ
 Deputy/Operations, OL/FMD
 Allied Service Call Coordinator
 Chief, EBOB/RECD/OL - Outlying Buildings*
 Office of Director of Logistics

Smoke/Toxic Fumes

Security Duty Office
 Chief, Occupational Health Br./SD/OMS
 Chief, FMD/OL - HQ
 Deputy/Operations, FMD/OL
 Allied Service Call Coordinator
 Chief, EBOB/RECD/OL - Outlying Buildings*
 Office of Director of Medical Services

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Federal Protective Officers - Central Control Office,

Telephone Numbers
Non-secure Secure

STAT

Burst Water/Steam Pipe

Security Duty Office
Chief, FMD/OL - HQ
Deputy/Operations, FMD/OL
Allied Service Call Coordinator
Chief, EBOB/RECD/OL - Outlying Buildings*

Power Outage

Security Duty Office
Chief, FMD/OL - HQ
Deputy/Operations, FMD/OL
Allied Service Call Coordinator
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Logistics

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Federal Protective Officers - Central Control Office,

STAT

ALPHABETICAL LISTING - EMERGENCY CONTACTS

Telephone Numbers	
<u>Non-secure</u>	<u>Secure</u>

STAT

Allied Service Call Coordinator
 Building Engineer, Manager, or Proprietor
 Executive Assistant, DDA
 Federal Protective Officers - Central
 Control Office

GSA Regional Emergency Control Center

(202) 472-1111

STAT

GSI Cafeteria Manager (White Tab 4e)
 Office of Logistics (OL)

Building Services Branch, OL/FMD

Deputy/Operations, FMD/OL

Deputy/Services, FMD/OL

Director of Logistics

External Buildings Operations Branch,
 OL/RECD

Facilities Management Division (FMD)

Information and Management Support Staff

STAT

Supply Division

Mail and Courier Branch, OL/FMD

Motor Pool Branch, OL/FMD

Personnel and Training Staff

Printing and Photography Division

Procurement Division

Telephone Numbers
Non-secure Secure

STAT

Real Estate and Construction Division (RECD)

Security Staff

Supply Division

Office of Medical Services

STAT

Clinical Activities Division, OMS - HQ

Director of Medical Services

Safety Division, OMS

Fire Protection Branch

Occupational Health Branch

Office of Security

Security Duty Office

Otis Elevator Company

683-8440

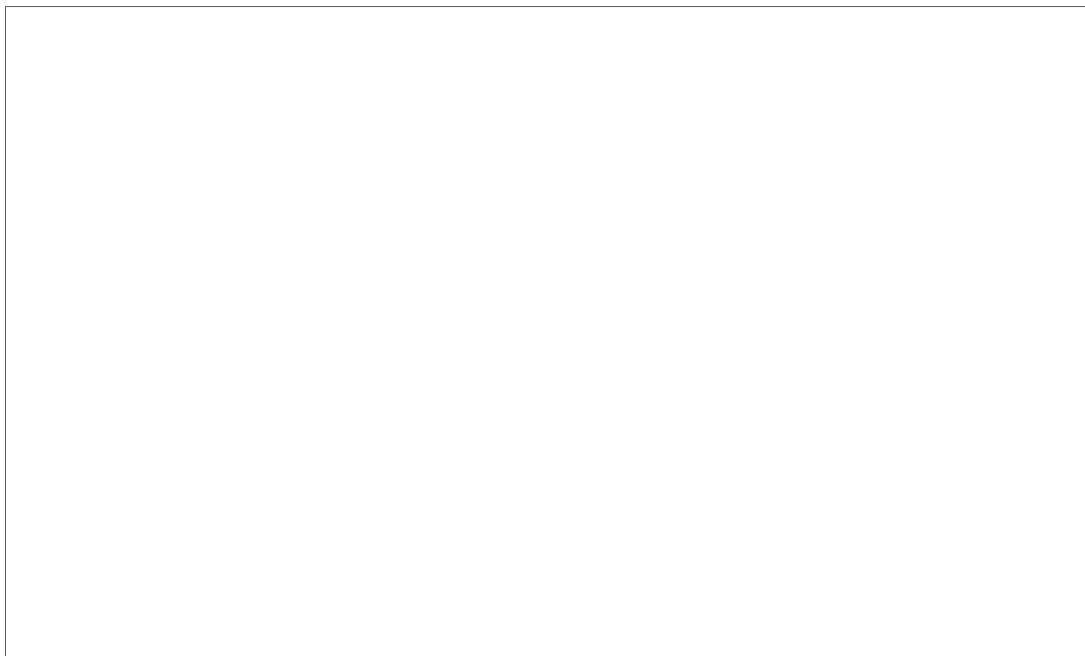
Note: See Red Tab 1 for Headquarters 24-Hour Duty Offices

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COMMUNICATIONS

1. There are two radio networks: One is based in the Motor Pool Branch (MPB), FMD/OL, and links the MPB dispatcher with the Motor Pool vehicles. Another receiver/transmitter on that same frequency is located in the shop foreman's office in the Motor Pool.
2. The second network is primarily for communications between Allied and the members of their work force. The base station for this system is in GC04 Headquarters. Radio call signs will be shown under the appropriate topics.
3. Radios used by the FMD network operate on two channels and use the same frequencies. Channel #1 is designated for emergencies with the option of using channel #2 upon command. The distribution of the radios with their call signs is as follows:



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WEATHER INFORMATION

STAT A National Weather Service machine is located at the Central Service Call Desk, Room GC04 Headquarters. The Service Call Coordinator may be reached

1. Weather Reports

- a. Radio-WAVA (FM 105.1 MC and AM 780 KG) -
24-hour weather information broadcast twice
every half hour on 162.55 (VHF-FM)
- b. C&P Telephone Company Recording 936-1212
- c. Washington National Airport Control Tower 557-2760
- d. Andrews Air Force Base 981-9111
- e. Federal Aviation Administration (FAA) 426-4000
- f. National Weather Service (daytime) 471-1741
(24-hour) 899-3420
- Severe Weather Branch 427-8090

2. Road Information

- a. American Automobile Association 222-9000
 - b. District of Columbia (Snow Emergency Ctr) 727-5795
 - (1) Director, Department of Public Works 939-8000
 - (2) Traffic Engineering & Operation 727-5762
 - c. Virginia Department of Highways
 - (1) Arlington County 845-7630
 - (2) Fairfax County 359-1100
 - (3) City of Alexandria, Police Department 838-4444
 - d. Prince Georges County and
Montgomery County, Maryland 345-7100
3. Civil Service - Early Dismissal 632-6266

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EMERGENCY TRANSPORTATION PLAN

Vehicles to support components during weather emergencies
are assigned as follows:

SNOW EMERGENCY VEHICLES (4x4)

STAT



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EMERGENCY SUPPLIES

OL/FMD has arranged to support 400 people with cots, blankets, disposable linens and long-range patrol rations for a 4-day period. The supplies will be kept in locked boxes under the jurisdiction of the Building Services Branch (BSB), OL/FMD, and distributed as necessary in emergency situations.

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SECRET

NON-AGENCY 24-HOUR DUTY OFFICES

Department of Defense	545-6700
Department of State	
Operations Center	632-1512
Security Duty Office	632-2412
Executive Protective Service	395-2020
(Uniform Division of the U.S. Secret Service -	
Executive Office Building and White House)	
FBI (Alexandria Field Office)	683-2680
GSA Control Center	472-1111
Military District of Washington	693-1193
(Will provide helicopter support)	
National Weather Service	899-3420
	(Daytime only) 471-1741
National Military Weather Service	981-5810
NSA Security Duty Office	688-6911
U.S. Secret Service	535-5731
Wells Fargo Alarm Center	289-8914
White House Switchboard	395-2000
Federal Protective Service	
Communication Center (emergency)	472-1111
(GSA Emergency Control Center - information)	755-8783

SECRET

ESSENTIAL COURIER SERVICE

In the event a weather emergency is declared, all Mail and Courier Branch (M&CB), OL/FMD, employees are expected to maintain their normal work schedules. The following personnel are expected to report for duty, or remain on duty until relieved or excused:

25X1

- a. Branch Chief
- b. Deputy Branch Chief
- c. One Dispatcher
- d. Two Courier Supervisors
Alternating
- e. Postal Unit Supervisor
Alternate
- f. All M&CB employees except those working the two
after-hours' shifts and those on approved leave.

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WEATHER EMERGENCIES DURING DUTY HOURS

1. If a weather emergency is declared during normal duty hours and nonessential Agency employees are dismissed early, certain OL employees will remain on the job until they are released by their supervisors. Designated employees of the Facilities Management Division (FMD) will remain on duty subsequent to a general dismissal of Agency employees. Selected employees of the Supply Division (SD), Real Estate and Construction Division (RECD), Procurement Division (PD), Printing and Photography Division (P&PD), and certain OL Staff personnel will also remain on duty. These individuals will remain on duty throughout the emergency and until officially relieved by replacement personnel and released by their supervisors.
2. OL will provide the necessary resources to ensure that safety precautions are provided for all Agency personnel and that essential logistical support to the Agency continues during severe weather emergencies.

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WEATHER EMERGENCIES DURING NONDUTY HOURS

- 25X1
1. To ensure that safety precautions are provided for all Agency employees 24 hours a day during severe weather conditions, the Security Duty Officer (SDO) has been instructed to inform the Facilities Management Division Duty Officer (FMD/DO) whenever severe weather creates hazardous conditions on the Headquarters Compound, or at compound entranceways, building entrances, or any outlying Agency building. Once notified that such conditions exist or are inevitable, it will be up to the FMD/DO to determine the seriousness of the situation and the extent of action required. The FMD/DO will coordinate with the Allied Service Call Coordinator in this regard.

2. Concurrent with any action anticipated within FMD, the appropriate building manager, if the building is leased, should be contacted and advised of the situation. It should be learned at this time what measures GSA and/or the leased-building manager intends to implement to cope with the situation.

The names and phone numbers for leased-building managers can be found at Red Tab 4 of this manual.

3. The FMD/DO will contact the Logistics Senior Staff Duty Officer (SSDO) and apprise him of the emergency and of plans for coping with the situation.
4. As required, the FMD/DO will activate appropriate FMD emergency plans, or portions thereof, to effectively handle the situation.
5. The FMD/DO will advise the SDO as to what action is being taken and will instruct each individual he contacts within FMD to check in with the SDO when arriving on duty. The FMD/DO will maintain contact with the SDO to ensure that the appropriate personnel have reported for duty. Additionally, the FMD/DO will maintain a log of the time and names of persons contacted. Insofar as possible, all operations should be initiated in time to provide safe conditions by 0700 hours.

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SNOW AND ICE REMOVAL - HEADQUARTERS

1. This procedure provides instructions governing actions to be taken by the Facilities Management Division (FMD), OL, when a snowfall or icy conditions on the Headquarters Compound threaten to disrupt Agency activities. Allied Eastern States Maintenance Corporation (Allied), the Agency's maintenance and operations contractor (extension 25245), has primary responsibility for snow and ice removal. Sections of OL/FMD will act as backups if help is needed by Allied.
2. In the event freezing temperatures cause ice to form on walkways or roadways, the following actions are indicated:
 - a. Walkways and building entrances--Allied should use calcium chloride on these areas in lieu of rock salt, which has a deteriorating effect on concrete. If this is not done, call Allied, the Chief or Deputy Chief, Building Services Branch, BSB/FMD/OL, in that order. The phone numbers for the latter two officers are

STAT

At the North Loading Dock an emergency 4-wheel-drive vehicle will be positioned by Allied with calcium chloride and all other supplies necessary to remove the snow and ice. The following locations will be cleared, in the order indicated, by Allied personnel:

- (1) Northeast Entrance.
- (2) Tunnel Entrance.
- (3) Southwest Entrance.
- (4) Front Entrance.
- (5) Northwest Entrance.
- (6) West Parking Lot steps and walkways.
- (7) North and South Cafeteria Entrances.
- (8) All sidewalks and walkways around the compound.
- (9) Walkway around the auditorium.

Communication between work crews will be by FMD radio net (see White Tab 4a).

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- STAT
- b. Roadways (including compound entranceways and parking lots)--Allied uses a spreader from the Motor Pool for spreading rock salt or sand in these areas. If this is not done, call Allied, or the Chief or Deputy Chief, Motor Pool Branch, MPB/FMD/OL. The phone number for the latter two officers is

3. In the event snow accumulates beyond a point which can be controlled by the action listed above, the following measures are indicated:

- a. Walkways and building entrances--Allied will supply hand-operated snowplows, snow shovels, and personnel to clear these areas. If this is not done, Allied, or the Chief or Deputy Chief, BSB/FMD/OL should be called in that order.
- b. Roadways--Allied will provide snowplow equipment and operators to clear the roadways. If this is not done, Allied, or the Chief or Deputy Chief, MPB/FMD/OL should be called in that order.

4. During nonduty hours, if the Duty Officer, FMD/OL is unsure as to what action should be taken, the Deputy Chief or Chief, FMD/OL should be contacted.

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SNOW AND ICE REMOVAL AT OUTLYING BUILDINGS

In general, snow and ice removal at outlying buildings is the responsibility of each building manager. For information regarding emergency contacts, see Red Tabs 3 and 4 and/or the Green Tab for the appropriate building. If possible, the External Buildings Operations Branch, Real Estate and Construction Division, OL [REDACTED]

[REDACTED] will provide backup support in a crisis situation.

STAT
STAT

ADMINISTRATIVE - INTERNAL USE ONLY

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BUILDING EMERGENCIES - HEADQUARTERS

Behind White Tabs 10a through 10h is the essential guidance needed to handle emergency situations on the Headquarters Compound due to fire; elevator malfunction; food/water contamination; safety hazards; smoke/toxic fumes; HVAC, domestic water, and mechanical system problems; power outages; and major catastrophes.

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POWERHOUSE ELECTRICIAN'S
CHECKLIST REPORT

Complete or check appropriate blanks

1. Generators on bus and loading.

#1

#3

#6

#7

2. Reset all lock-out relays on motor
-
- controllers--4,160 volt bus. Close both 5KV
-
- incoming breakers.

Lock-outs reset _____

Both breakers closed _____

3. First chiller on bus # _____

4. Checked first chiller on line _____

5. Second chiller on bus # _____

6. Checked second chiller on line and loading _____

7. Total generating capacity on line _____ KW

8. Picking up building load _____

Powerhouse Electrician

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BUILDING EMERGENCIES - OUTLYING BUILDINGS

Behind White Tabs 11a through 11h is essential guidance for handling emergency situations at Agency-occupied external buildings in the Metropolitan Washington Area due to fire; elevator malfunction; food/water contamination; safety hazards; smoke/toxic fumes; HVAC, domestic water and mechanical system problems; power outages; and major catastrophes.

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HEADQUARTERS MAINTENANCE NUMBER

STAT Call the Allied Service Call Coordinator
(24 hours a day).

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Emergency Procedures Manual

FROM:

OL/TMSS

EXTENSION

NO.

DATE

23 DEC 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/P&PD/OL
158 P&P Building

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Ken:

Attached are some revised pages for insertion into the OL Emergency Procedures Manual.

Please review the manual, paying particular attention to P&PD's areas of responsibility, as follows:

Blue tabs.
White Tabs 1, 2, 3, 5, and 10a.
Red Tab 5.

I'd appreciate receiving your changes/revisions as soon as possible since we plan to have additional copies of the manual made and sent to the Senior Support Officers in the outlying buildings. As C/FMD/OL, John [redacted] is head of the Agency Emergency Support Center, and he has requested that we send copies to these officers.

Thank!

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Emergency Procedures Manual

FROM:

OL/IMSS

EXTENSION

NO.

DATE

23 December 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/RECD/OL

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Lorraine:

Attached are some revised pages for insertion into the OL Emergency Procedures Manual.

Please review the manual, paying particular attention to RECD's areas of responsibility, as follows:

Blue Tabs.
White Tabs 1, 2, 3, 4, 5, 8, 11a, b, c, d, e, f, g.
Red Tabs 3, and 4.
Red Tab 5.
Green Tabs.

Please make any necessary changes or revisions and return them to me as soon as possible.

_____ will probably be contacting RECD to identify the Senior Support Officer in each of the outlying buildings. I'd like to have the updated manuals ready for transmittal to them when _____ forwards a memo from the DDA identifying them as the officer responsible for coordinating with OL during emergencies per the recent HN on the Agency Emergency Support Center.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Emergency Procedures Manual

FROM:

OL/IMSS

EXTENSION

NO.

DATE

23 December 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/FMD/OL
3E14 Headquarters

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Edie:

Attached are some revised pages for insertion into the OL Emergency Procedures Manual.

Please review the manual paying particular attention to FMD's areas of responsibility, as follows:

Blue Tab listings.

White tabs 1, 2, 3, 4, 4a, b, c, d, e, f, g, h, 5, 6, 7, 8 LOC 1a(3), 9, 10a, b, c, d, e, f, g, h, and 11 g and h.

Red Tabs 1 and 2.

Green Tab - CIA Headquarters Bldg.

Since your copy of the manual is on loan, please insert the attached pages into it when it is returned to your office.

As you requested, I've asked Dottie to send the entire manual to you via telecommunications for your review and updating.

Please make any changes or revisions and return them to me as soon as possible.

Also please prepare the memos to the Senior Support Officers at the outlying buildings per your recent HN on the Agency Emergency Support Center. I'll send a copy of the updated manual to each of these officers.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Emergency Procedures Manual

FROM:

OL/IMSS

EXTENSION

NO.

DATE

23 DEC 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/SD/OL

2.

3. C/CD/SD/OL

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Florence:

Attached are some revised pages for insertion into the OL Emergency Procedures Manual.

Please review the manual, paying particular attention to OL/SD's areas of responsibility, as follows:

Blue Tabs.
White Tabs 1, 2, 3, 4, 4h, 5, 8, and 11a.
Red Tab 5.
Green Tab, Logistics Operations Center.

I'd like to have your revisions/changes as soon as possible since we plan to have additional copies made for the Senior Support Officers in each of the outlying buildings per a request from [redacted] who is head of the Agency Emergency Support Center.

Thanks!

/ M S S

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Emergency Procedures Manual

FROM

OL/IMSS

EXTENSION

NO.

DATE

23 DEC 1998

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/NBPO/OL
1J45 Headquarters

2. C/B&FB/OL

3. C/P&TS/OL

4. C/PMS/OL

5. C/SS/OL

6. C/PD/OL

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached are some revised pages for insertion into the OL Emergency Procedures Manual.

Please review the manual and make any necessary changes or revisions and send them to me as soon as possible. We're going to make additional copies of the manual for transmittal to the Senior Support Officers at the outlying buildings.

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	Emergency Action during Nonduty Hours	2
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Weather Emergencies during Nonduty Hours	6
Snow and Ice Removal - Headquarters	7
Snow and Ice Removal - Outlying Buildings - [REDACTED]	8
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Building Emergencies - Headquarters	10
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Elevator Malfunction	10b
Food/Water Contamination	10c
Safety Hazard	10d
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Building Emergencies - Outlying Buildings	11
Fire; Fire and Evacuation Plans - [REDACTED] [REDACTED]	11a
Elevator Malfunction	11b
Food/Water Contamination	11c
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Smoke/Toxic Fumes	11e
HVAC, Domestic Water, Mechanical System Problems	11f
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EMERGENCY CONTACTS

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[redacted] "New Intra-Agency Dialing Plan," dated 28 March 1986, is included at the beginning of this handbook for information purposes. It may be removed upon its expiration on 1 October 1986 or upon publication of a new Agency telephone directory.)

1. The following are emergency contacts to be called in response to certain emergencies. They are not necessarily listed in priority order. Individual judgment and discretion must be exercised in calling the contacts and in performing and expanding on the emergency actions outlined under the White Tabs.
2. During normal duty hours, in general, take all actions indicated under the White Tabs, at the time of the emergency unless otherwise noted.
3. During nonduty hours, see Emergency Action during Nonduty Hours (White Tab 2) in addition to the specific emergency procedures listed under the other White Tabs.

Telephone Numbers
~~Non-secure~~ Secure

SPECIAL EMERGENCIES

Bomb Search, Bomb Threat, Robbery, Suspect Package,
 Terrorist Threat, Terrorist Attack

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Security Duty Office
 Chief, FMD/OL - HQ
 Chief, EBOB/RECD/OL - Outlying Buildings*
 Office of Director of Logistics

Medical Evacuation

Clinical Activities Division, OMS - HQ

STAT

Security Duty Office
 Chief, FMD/OL - HQ
 Chief, EBOB/RECD/OL - Outlying Buildings*
 Office of Director of Logistics

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Federal Protective Officers - Central Control Office,

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Telephone Numbers
Non-secure Secure

PERSONNEL EMERGENCIES

STAT Auto Accident on Headquarters Compound

Security Duty Office
Chief, FMD/OL
Clinical Activities Division, OMS - HQ

Death of an Agency Employee

Security Duty Office
~~Safety Division, OMS~~
Office of Director of Logistics

Missing Person

Security Duty Office
Office of Director of Logistics

Death on Agency Premises

Security Duty Office
Office of Director of Logistics
Office of Director of Medical Services
~~Safety Division, OMS~~

Injury on Agency Premises

Security Duty Office
~~Safety Division, OMS~~
Chief, FMD/OL - HQ
Chief, EBOB/RECD/OL - Outlying Buildings*
Clinical Activities Division, OMS - HQ

STAT
Office of Director of Logistics

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Federal Protective Officers - Central Control Office,

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Telephone Numbers
Non-secure Secure

WEATHER EMERGENCIES

Snow/Ice, Lightning, Flood, Hurricane, Tornadoes

Security Duty Office
Chief, FMD/OL - HQ
Deputy/Operations, FMD/OL
Allied Service Call Coordinator
Deputy/Services, FMD/OL
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Logistics

BUILDING EMERGENCIES

Fire/~~Building~~ Fire Alarm

Security Duty Office
~~Chief, Fire Protection Branch/SD/OMS~~
Chief, FMD/OL - HQ
Deputy/Operations, FMD/OL
Allied Service Call Coordinator
Deputy/Services, FMD/OL
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Logistics

Elevator Malfunction

Security Duty Office
Deputy/Operations, FMD/OL - HQ
Allied Service Call Coordinator
Safety Division, OMS
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Medical Services

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Federal Protective Officers - Central Control Office,

Telephone Numbers
~~Non-secure~~ Secure

STAT

Food/Water Contamination

Security Duty Office
 Chief, Occupational Health Br./SD/OMS
 Deputy/Operations, FMD/OL - HQ
 Allied Service Call Coordinator
 GSI Cafeteria Manager (White Tab 4e)
 Chief, EBOB/RECD/OL - Outlying Buildings*
 Office of Director of Medical Services
 Office of Director of Logistics

Major Catastrophe

Security Duty Office
 Office of Director of Logistics
 Office of Director of Medical Services
 Safety Division, OMS
 Chief, FMD/OL - HQ
 Deputy/Operations, FMD/OL
 Allied Service Call Coordinator
 Chief, EBOB/RECD/OL - Outlying Buildings*

Safety Hazard

Security Duty Office
 Safety Division, OMS
 Chief, FMD/OL - HQ
 Deputy/Operations, OL/FMD
 Allied Service Call Coordinator
 Chief, EBOB/RECD/OL - Outlying Buildings*
 Office of Director of Logistics

Smoke/Toxic Fumes

Security Duty Office
~~Chief, Occupational Health Br./SD/OMS~~
 Chief, FMD/OL - HQ
 Deputy/Operations, FMD/OL
 Allied Service Call Coordinator
 Chief, EBOB/RECD/OL - Outlying Buildings*
 Office of Director of Medical Services

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Federal Protective Officers - Central Control Office, '

STAT

Telephone Numbers
Non-Secure Secure

Burst Water/Steam Pipe

Security Duty Office
Chief, FMD/OL - HQ
Deputy/Operations, FMD/OL
Allied Service Call Coordinator
Chief, EBOB/RECD/OL - Outlying Buildings*

Power Outage

Security Duty Office
Chief, FMD/OL - HQ
Deputy/Operations, FMD/OL
Allied Service Call Coordinator
Chief, EBOB/RECD/OL - Outlying Buildings*
Office of Director of Logistics

*For Outlying Buildings also call:

- (a) Building Engineer, Manager, or Proprietor (Red Tab 4).
- (b) Federal Protective Officers - Central Control Office,

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ALPHABETICAL LISTING - EMERGENCY CONTACTS

Telephone Numbers
~~(Non-secure)~~ (Secure)

STAT Allied Service Call Coordinator
 Building Engineer, Manager, or Proprietor
 Executive Assistant, DDA
 Federal Protective Officers - Central
 Control Office

GSA Regional Emergency Control Center

(202) 472-1111

STAT GSI Cafeteria Manager (White Tab 4e)
 Office of Logistics (OL)

Building Services Branch, OL/FMD

Deputy/Operations, FMD/OL

Deputy/Services, FMD/OL

Director of Logistics

External Buildings Operations Branch,
 OL/RECD

Facilities Management Division (FMD)

Information and Management Support Staff

STAT

Supply Division

Mail and Courier Branch, OL/FMD

Motor Pool Branch, OL/FMD

Personnel and Training Staff

Printing and Photography Division

Procurement Division

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Telephone Numbers
Non-secure Secure

STAT

Real Estate and Construction Division (RECD)

Security Staff

Supply Division

Office of Medical Services

Clinical Activities Division, OMS - HQ
- Stafford
- Page

Director of Medical Services

Safety Division, OMS

Fire Protection BranchOccupational Health Branch

Office of Security

Security Duty Office

Otis Elevator Company

683-8440

Note: See Red Tab 1 for Headquarters 24-Hour Duty Offices

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